

# Personalized License Plate Application

## C.R.S. 42-3-211

Personalized license plate application must be filled out in its entirety and signed by the applicant. Incomplete or unsigned applications will not be processed.

### Instructions

**Step #1** – Fill in all vehicle owner name(s) and phone number(s). Names must appear as listed on vehicle registration.

Fill in legal Colorado address. This address is your registration address that is used to determine County of residence. If approved, the personalized plates will be shipped to the County of residence. If mailing address is different from the legal address fill in the mailing address. All correspondence is sent to the mailing address.

**Step #2** – Select vehicle and by making an "X" in the box next to choice. Only one vehicle and may be chosen. Please refer to Vehicle Type, and Fees section for assistance in helping to make a choice.

**Step #3** – Select plate type by making an "X" in the box next to choice. Only one plate type may be chosen. Please refer to Plate Type and Fees section for assistance in helping to make a choice.

**Step #4** – Indicate your choices (up to five). All choices must have a definition, explanation or meaning associated with it. Any that are missing will not be considered. Please refer to The Personalization Standards section for assistance.

**Step #5** – Sign and date application.

### Vehicle Type

Vehicle type can be determined by looking at the vehicle registration and/or title. Certain vehicle types require special consideration and/or registrations before personalized plates can be issued. Please contact your County Motor Vehicle Office with any questions on vehicle types.

### Plate Type

**Regular** – Regular plates are the standard plates commonly referred to as the green and white plates.

**Designer** – Designer plates are manufactured with a special graphic (scenic purple mountains) on the background of the plate. Please refer to Fees under this section.

**Group Special** – Group Special plates are authorized to be issued to a group of people who have a common interest or affinity. In addition to fees, some Group Special license plates require authorization from their corresponding sponsoring organization prior to the plate being issued. Please visit [www.colorado.gov/dmv](http://www.colorado.gov/dmv) for specific details on individual Group Special license plates. All Group Special personalized plate applications must be accompanied by the **original certificate** (if applicable). Any application that does not have the certificate (if required) will be rejected.

**Alumni** – Alumni plates are authorized to be issued to an alumni association for a private or public college or university located within Colorado. In addition to regular taxes and fees some Alumni license plates require authorization from their corresponding college or university prior to the plate being issued. Please visit [www.colorado.gov/dmv](http://www.colorado.gov/dmv) for specific detail on individual Alumni license plates. All Alumni personalized plate applications must be accompanied by the **original certificate** issued by the college/university (if applicable). Any application that does not have the certificate (if required) will be rejected.

**Street Rod** – Street Rod plates can only be issued to vehicles manufactured in 1948 or prior with a body design that has been modified for safe road use. A photocopy of the registration or title must accompany this application.

**Call Letter** – Call Letter plates are issued to vehicles where the owner is licensed by the Federal Communications Commission (FCC) to operate an amateur radio, standard radio, FM, television, or modification license. A copy of the Federal Communications Commission (FCC) license must accompany this application.

**Collector** – Collector plates can only be issued to either; a) Vehicles with a model year of 1975 or older) vehicles with a model year of 1976 or later that were registered with a 5 year collector series license plate prior to September 1, 2009 and is currently registered with the collector series plate (c) A model year at least thirty-two years old; except that, if the vehicle is being registered in the program area, as defined in section 42-4-304:

- (I) The vehicle must have passed an emissions test meeting the standards of part 3 of article 4 of this title within the last twelve months before being initially registered by the owner as a collector's item; and
- (II) The owner must sign an affidavit that the vehicle will not be driven on roadways for more than four thousand five hundred miles per year. C.R.S. 42-12-101 (2)

### Fees

In addition to taxes and fees assessed by your County Motor Vehicle Office the fees listed at [www.colorado.gov/dmv](http://www.colorado.gov/dmv) will be collected upon approval of the personalized license plate. **NO REFUNDS WILL BE ISSUED.** The Department will not honor a change of choice or spacing or a request for refund after payment has been received.

### Replacements

Replacement of personalized plates must be completed on the DR 2204 Personalized Plate Replacement form.

### Personalization Standards

**The Department may refuse to issue any combination of letters or numbers that carry connotations offensive to good taste and decency, are misleading, or duplicate any other license plate.** C.R.S. 42-3-211(5)

The only characters allowed on personalized plates are:

- English alphabet (upper case only)
- English numbers (excluding zero\*)
- Blank spaces
- Dashes
- Periods

Only seven characters are allowed (**six for motorcycle**) to include blank spaces, dashes and periods.

The minimum amount of characters allowed are:

- Five for plates with numbers only
- Two for any other plate (all letters or combinations of letters and numbers)

**Spaces, dashes, and periods count as a character.** However, they do not change the configuration. Example: If ABC is taken, then A B C, A-B-C, and A.B.C. are also taken.

The following combinations are **NOT** allowed:

- 3 alpha, up to 4 numeric (AAA1234)
- Up to 5 numeric, 2 alpha (12345AA)
- 1 alpha, up to 6 numeric (A123456)
- 2 alpha, 2 numeric, 2 alpha (AA12AA)
- 2 numeric, 2 alpha, 3 numeric (12AA123)
- 1 alpha, up to 4 numeric, 1 alpha (A1234A)
- 1 numeric, 2 alpha, up to 4 numeric (1AA1234)
- Up to 5 numeric, 1 alpha, 1 numeric (12345A1)
- Up to 4 numeric, 2 alpha, 1 numeric (1234AA1)
- 1 alpha, 1 numeric, 1 alpha, 4 numeric (A1A1234)
- 2 numeric, 1 alpha, 2 numeric (12A12)
- Up to 6 numeric, 1 alpha (123456A)
- Up to 3 numeric, 3 alpha (123AAA)
- 3 alpha, up to 3 numeric (AAA123)

All emblems and/or logos will be removed from any personalized plate regardless of the number of characters allowed.

**\*The number zero (0) may be used for Call Letter plates only.**

## Completed Applications

Completed applications should be mailed to:

**Department of Revenue  
Vehicle Services Unit  
P.O. Box 173350  
Denver, Colorado 80217-3350**

### **DO NOT MAIL PAYMENT WITH YOUR APPLICATION.**

If your request is approved you will receive notification indicating fees, payment information and where to mail the payment.

## Approved Applications

When a choice is approved, you will receive a Billing Notice requesting payment of the appropriate fee. When payment is received, an order will be placed to manufacture the plates. Manufactured plates will be sent to your County Motor Vehicle Office. Your County Clerk will notify you, by mail, that your plates are available to register to your vehicle.

The County will hold your plates at your County Motor Vehicle Office for twelve months from the date the plates were received. If you do not pick up your plates within that twelve months, the plates will be destroyed and that configuration will be made available for issuance to another applicant. No refunds will be issued after payment is received. The Department will not honor a change of configuration or spacing after payment has been received.

If you move before you receive the license plates, give your new address to your County Motor Vehicle Office and the Colorado Motor Vehicle Registration Section. Failure to notify both agencies may cause delay or the loss of your personalized plate.

The renewal fee for subsequent years (see Fees) will be included on your renewal notice from your County Clerk. The fee to renew or transfer personalized plates will be assessed by your local County Motor Vehicle Office.

## Rejected Applications

Notification will be sent to Requestor if application is rejected. There is no appeals process for the denial of personalized plates.

### Common Reasons for Denied Applications

- Offensive to the general public
- Misleading
- Duplicate Plate
- Conflicts with regular issued plate configurations
- Not an allowable combination
- Plate Issued to Someone Else
- Too Many Characters (up to 6 for Motorcycle, up to 7 all others)
- Special symbols (!, #, \$, %, \* etc...) not allowed
- Minimum of five numbers required on all numeric plates
- Applicant does not have a valid Colorado address
- Zero's are not allowed
- Application Not Signed\*
- Incomplete Application\*
- Application requested a plate type that required a certificate, but no certificate supplied\*
- Vehicle does not meet the qualifications for the plate type selected\*

\* A State Registrations Clerk may contact you via phone to attempt to correct the application.

**DO NOT MAIL PAYMENT WITH YOUR APPLICATION.**

							Date Approved
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Department Use Only – **DO NOT WRITE IN THIS AREA**

## Personalized License Plate Application

### C.R.S. 42-3-211

<b>Step #1—Vehicle owner information and signature</b>			
Owner 1 Name (as it appears on the vehicle registration) (last, first, middle)		Daytime Phone Number (     )	
Owner 2 Name (as it appears on the vehicle registration) (last, first, middle)		Daytime Phone Number (     )	
If more than two owners, write names as they appear on the vehicle registration (last, first, middle) on the bottom of this form or on an included DR 2444 Statement of Fact.			
Legal Colorado Address (P.O. Boxes are not accepted)		City	State    ZIP
Mailing Address (if different from Legal above)		City	State    ZIP
County of Residence (where vehicle will be registered)			
<b>Step #2—Check <u>only one</u> vehicle type that will display the plate</b>			
<input type="checkbox"/> Passenger Vehicle <input type="checkbox"/> Light Truck	Passenger Vehicles may obtain a personalized plate from one of the following types of personalized license plate categories: <div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> <li>• Regular (Green and White)</li> <li>• Designer License Plate (Green and Purple)</li> <li>• Group Special License Plates</li> <li>• Alumni License Plates</li> </ul> <ul style="list-style-type: none"> <li>• Street Rod</li> <li>• Collector License Plates</li> <li>• Commercial / Amateur Call Letter License Plates</li> </ul> </div>		
<input type="checkbox"/> Motorcycle	Motorcycles may obtain a personalized plate from <b>one</b> of the following types of personalized license plate categories: <div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> <li>• Regular (Green / White)</li> <li>• Group Special License Plates</li> <li>• Collector License Plates</li> </ul> <div style="text-align: right;"> <b>Note: Motorcycle personalized license plates may have a maximum of up to 6 characters.</b> </div> </div>		
<input type="checkbox"/> Trailer <input type="checkbox"/> Motor Home <input type="checkbox"/> Farm Tractor* <input type="checkbox"/> GVW Truck* <input type="checkbox"/> GVW Tractor*	Trailers, Motor Homes, Farm Trucks*, and Farm Tractors* may only receive the Regular Personalized license plate (Green and White). GVW Truck* vehicles may only receive the Regular Personalized license plates (Red and White). <b>No further selection necessary. Skip to Step 4</b> GVW Tractor* vehicles may obtain a personalized plate from <b>one</b> of the following types of personalized license plate categories: <div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> <li>• Regular (Red / White)</li> </ul> </div>		
<input type="checkbox"/> Limousine Services <input type="checkbox"/> Taxi	Limousine Services vehicles may only receive personalized Livery license plates. Taxicabs may only receive personalized Taxicab license plates. <b>Required:</b> A photocopy of your Colorado Public Utilities Commission Certificate of Registration as a Luxury Limousine service, Taxicab, or Tow Truck is required to be submitted with this form. <b>No further selection necessary. Skip to Step 4</b>		
<input type="checkbox"/> Recreational Truck*	Recreational Trucks* may obtain a personalized plate from one of the following types of personalized license plate categories: <div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> <li>• Regular (Green / White)</li> <li>• Group Special License Plates</li> </ul> <ul style="list-style-type: none"> <li>• Alumni License Plates</li> <li>• Street Rod</li> </ul> </div>		
<input type="checkbox"/> Farm Truck*	Farm Trucks* may obtain a personalized plate from <b>one</b> of the following types of personalized license plate categories: <div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> <li>• Regular (Green / White)</li> <li>• Group Special License Plates</li> </ul> <ul style="list-style-type: none"> <li>• Alumni License Plates</li> </ul> </div>		

*\* Special Vehicle requirements must be met prior to authorization being granted*

**DO NOT MAIL PAYMENT WITH YOUR APPLICATION.**

Upon approval, a billing letter with payment coupon will be mailed to the mailing address listed above.

**Step #3—Make only one personalized plate type selection by checking only one box in this entire step**

Regular Personalized License Plate: ☐ Regular Personalized License Plates (Green and White)

Designer Personalized License Plate: ☐ Designer Personalized License Plates (Colorful Colorado)

Group Special License Plates:

<input type="checkbox"/> Adopt a Shelter Pet	<input type="checkbox"/> Flight for Life Colorado †
<input type="checkbox"/> American Indian †	<input type="checkbox"/> Girl Scouts
<input type="checkbox"/> Boy Scouts	<input type="checkbox"/> Italian American
<input type="checkbox"/> Breast Cancer	<input type="checkbox"/> Juvenile Diabetes
<input type="checkbox"/> Broncos Charities †	<input type="checkbox"/> Kids First †
<input type="checkbox"/> Carbon Fund †	<input type="checkbox"/> Protect our Rivers †
<input type="checkbox"/> Child Loss Awareness	<input type="checkbox"/> Rocky Mountain National Park †
<input type="checkbox"/> Colorado Avalanche †	<input type="checkbox"/> Share the Road †
<input type="checkbox"/> Colorado Rockies †	<input type="checkbox"/> Ski Country USA
<input type="checkbox"/> Craig Hospital †	<input type="checkbox"/> State Parks †
<input type="checkbox"/> Denver Nuggets †	<input type="checkbox"/> Support Education †
<input type="checkbox"/> Donate Life	<input type="checkbox"/> Support the Horse †
<input type="checkbox"/> Emergency Medical Services †	<input type="checkbox"/> Support the Troops †
<input type="checkbox"/> Fallen Heroes †	<input type="checkbox"/> Wildlife Sporting

Alumni License Plates:

<input type="checkbox"/> Air Force Academy †	<input type="checkbox"/> Fort Lewis College
<input type="checkbox"/> Colorado College	<input type="checkbox"/> Metro State University of Denver †
<input type="checkbox"/> Colorado Mesa University	<input type="checkbox"/> University of Colorado †
<input type="checkbox"/> Colorado School of Mines †	<input type="checkbox"/> University of Northern Colorado †
<input type="checkbox"/> Colorado State University †	<input type="checkbox"/> Regis University †
<input type="checkbox"/> Colorado State University – Pueblo	<input type="checkbox"/> Western State Colorado University †
<input type="checkbox"/> Denver University †	

Street Rod License Plate: ☐ Street Rod License Plate  
 Requires proof of eligibility: The vehicle must be manufactured in 1948 or before. Acceptable documents are a copy of the Colorado Certificate of Title, Colorado Registration Receipt, etc.

Call Letter License Plates: ☐ Amateur Call Letter License Plate (\$2) ☐ Commercial Call Letter License Plate (\$5)  
 (The owner must provide a photocopy of a Federal Communications Commission license)

Collector License Plate: ☐ Collector License Plate Requires proof of eligibility: Vehicle must meet the definition of a collector vehicle. See plate types on page 1C. Acceptable documents are a copy of the Certificate of Title, registration Receipt, etc.

† Requires an **original** certificate issued from the sponsoring non-profit organization or alumni association authorizing the issuance of this license plate to be submitted with this form. Refer to [www.colorado.gov/revenue](http://www.colorado.gov/revenue) for authorization requirements. Certificates will not be returned.

**Step #4—Please print in block lettering using blue or black ink**

Indicate your first through fifth choices in the boxes below. It is not necessary to fill in all empty spaces. Your choices will be considered in the order listed. A definition or explanation of your choices **must** be listed for each choice, and if missing, your application may not be processed. All characters are centered on the plate (logos and symbols are always removed). **Motorcycles may have a maximum of 6 (six) characters.**

One letter and/or number per space per choice below								Explain the meaning of the characters you have chosen:
#1								
#2								
#3								
#4								
#5								

**Step #5—Vehicle owner signature**

Signature of Applicant

Date Signed

**DO NOT MAIL PAYMENT WITH YOUR APPLICATION.**

Upon approval, a billing letter with payment coupon will be mailed to the mailing address listed above.